# Vermont Community Development Program (VCDP)
## Grant Electronic Application & Reporting System (GEARS)
### FAQ's & Navigation Overview

### What is GEARS?

GEARS is the online grants management system used by multiple State programs across multiple State Agencies. VCDP's entire grant process is carried out via GEARS including application, environmental review, execution of the grant agreement, requisitioning, progress reports, monitoring, single audit and closeout agreement/financial reporting.

### Logging – In

GEARS Login Page: https://egrants.vermont.gov/login2.aspx?APPTHEME=VTACCD_ACCD
To login, simply input the "Username" & "Password" fields and select the grey "Login" button.

### Getting Locked Out / Forgetting Your Password

If you enter an incorrect password three times, you will receive an error message instructing you to contact the system administrator for help. Instead of contacting anyone, you will simply be locked out of the system for 20 minutes. If you know your password, wait 20 minutes before trying to log in again. If you have forgotten your password, select the "Forgot Password?" link found at the bottom of the Login box. **Please Note:** If you select "Forgot Password" the system will send a temporary password to the e-mail address associated with your account. Do not simply copy/paste the password that is sent in the e-mail (often times an extra space is added at the end when the password is copied, resulting in an incorrect password when pasted). You should manually type in the temporary password that is provided. Once you log in with the temporary password, the system will automatically prompt you to set a new password.

### New Users

New Users need to register and receive approval before being able to have access to the system. New Users can register by selecting the "New User?" link found at the bottom of the Login box on the GEARS Login Page. **Please Note:** Account approval is a manual process that requires action by VCDP Staff, you will NOT automatically receive an e-mail of account approval. For VCDP, all grants are awarded to municipalities; therefore, all accounts need to be associated with a municipality in order to be given access to relevant documents. **An account request will NOT be approved until a Municipal Authorizing Official has communicated with VCDP Staff that an individual may be added to the Municipality's applicable grant documents.**

### For a Comprehensive Overview of GEARS Navigation
PowerPoint
Webinar (Coming Soon)

### Navigating GEARS – A Brief Overview

**Main Home Screen**

- View Available Applications: Depending on your role, you may or may not have this section. This is where you can see all the application types that are available in the system (including non-VCDP applications).
- My Inbox: If you select "Open Inbox" you will see all the system messages that have also been sent to the e-mail you have associated with your GEARS account.
- My Tasks: **If there is a specific action you must perform associated with an object in the system (application, requisitions, etc.), you can easily find those objects in this section when you select "Open Tasks."**

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**General Navigation**
- Using the green tabs at the top of the page is one of the primary ways to navigate through the system. Below is an overview of what VCDP documents can be found under each tab. **Please Note**: There are various non-VCDP related documents that can be found under each tab as well.
    - Applications
        - **VCDP Applications / Awarded Grants / Amendments**
        - VCDP Environmental Reviews
    - Monitoring/Reporting
        - VCDP On Site Monitoring Reports
        - VCDP Progress Reports
        - VCDP Single Audits
        - VCDP Closeout Agreements
        - VCDP Closeout Financial Reports
        - VCDP NCDO Agreements/Grant Assignments
    - Requisitions/Claims/Invoices
        - VCDP Requisitions
- From the blue banner at the top of the page, selecting the "Organization(s)" link is another way to navigate the system. Below is an overview of what you will find, including a comprehensive list of all VCDP (and non-VCDP) documents.
    - Organization Information: basic address, phone, email
    - Organization Members: list of all approved users
    - Organization Documents: a comprehensive list of all documents, current status and year
    - Organization Details: Municipal Policies, Plans and Insurance

**Object Labeling: VCDP Application**
Within GEARS, VCDP Applications have the following naming convention:
Example: **07110-IG-2019-Brattleboro-01**
- 07110 – This is the DHCD's Business Unit & will be the same for every grant
- IG: This is specific to the application type and may be any of the following:
    - IG: Implementation Gran
    - PG: Planning Grant
    - AM: Accessibility Modification
    - SS: Scattered Site
- 2019: Program Year of the Application
- Brattleboro: Municipality
- 01: Unique Identifier (assigned by the system at the time the application is created)

**Object Labeling: Other Objects**
Related objects in GEARS follow a similar naming convention:
- ENV: Environmental Review
- REQ: Requisitions
- SA: Single Audits
- CL: Closeout Agreements
- OSMR: On Site Monitoring Reports
- PR: Progress Reports
- CFR: Closeout Financial Report